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ABSTRACT

Designed to introduce the student to some of the major bibliographic tools of political science found in the Raymond H. Fogler Library of the University of Maine at Orono, this guide provides a systematic approach to information sources in the manner of a pathfinder. Beginning with a list of articles that are useful for defining scope, the guide moves to a delineation of subject headings, call numbers and classification, then presents annotated lists of different types of reference materials: indexes and abstracts, bibliographies, biographical sources, constitutions, dictionaries, directories, dissertations, encyclopedias, events/reports/opinions, handbooks and manuals, statistical sources, style manuals, yearbooks, and government publications. Call numbers for all sources are included. (Author/JD)

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# MAJOR BIBLIOGRAPHIC TOOLS

# OF POLITICAL SCIENCE

University of Maine at Orono
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# UMO

## POLITICAL SCIENCE

**SCOPE**

This guide is designed to introduce the student to some of the major bibliographic tools of political science found in Fogler Library. It is by no means a complete list but rather a highly selective introduction to the many sources of information available to the beginning researcher.

For a good general introduction to the entire field and its evolution as a discipline, the encyclopedia articles noted below may be consulted.

*Ref H 40 A215*
Easton, David. "Political Science." International Encyclopedia of the Social Sciences (1968), XII, 282-298.

*Ref H 40 A2E5*
Heller, Herman. "Political Science." Encyclopaedia of the Social Sciences (1934), XII, 207-224.

For a selection and critical analysis of major works in the field see the appropriate chapters in the titles noted below.

*Ref H 61 H69 1970*
Hoselitz, Bert F., ed., A Reader's Guide to the Social Sciences. 1970.

*Ref Z 7161 W49 1973*
White, Carl M., ed., Sources of Information in the Social Sciences. 2nd ed., 1973.

**CARD CATALOG**

Access to books and other library materials can be gained by using the card catalog which functions as an index to a major portion of the resources found in Fogler Library.

**SUBJECT HEADINGS**

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to political science. A few examples are listed below.

AUTHORITARIANISM
COMPARATIVE POLITICS
GEOPOLITICS
GOVERNMENT, RESISTANCE TO
NATIONALISM
OPPOSITION (POLITICAL SCIENCE)
PARLIAMENTARY PRACTICE
POLITICAL SCIENCE
POLITICAL SCIENCE - HISTORY
POLITICAL SCIENCE - SIMULATION METHODS
POLITICS IN LITERATURE
POLITICS, PRACTICAL

RAYMOND H. FOGLER LIBRARY

**SUBJECT HEADINGS (Cont.)**

In a search for information on a particular topic the student will find a familiarity with subject headings appropriate to that subject a great help. Library of Congress Subject Headings is a guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. A reference librarian will be glad to show you how to use it. Copies may be found in the Reference Room and the card catalog area.

**CALL NUMBERS AND CLASSIFICATION**

Most of the books in Fogler Library are classified in the Library of Congress (LC) classification system which is based upon letter and number combinations. The call number of a volume classified in "LC" is shown below.

| | |
|---|---|
| Ref | Location symbol - Indicates the book is shelved in Reference |
| JF | Class - Political Science, general and comparative works |
| 501 | Subclass - Organs and function of government |
| H45 | Derived from author's name |

There are still volumes in the Library classified in the Dewey Decimal Classification (DDC) which was used in Fogler Library prior to 1967. These books, though older, may still be useful. All call numbers, LC or DDC, are on the upper left corner of the catalog card. Large yellow charts give the stack location of books bearing these numbers.

*L. C. CLASSIFICATION OUTLINE FOR POLITICAL SCIENCE*

| | |
|---|---|
| JA | Collections and general works |
| JC | Political theory. Theory of the state |
| 311-323 | Nationalism. Minorities. Geopolitics |
| 325-341 | Nature, entity, concept of the state |
| 345-347 | Symbolism, emblems of the state |
| 348-497 | Forms of the state |
| 501-628 | Purpose, functions, and relations of the state |
| 571-628 | The state and the individual. Individual rights |
| JF | Constitutional history and administration |
| | General works. Comparative works |
| 201-723 | Organs and function of government |
| 800-1191 | Political rights and guaranties |
| 1321-2112 | Government. Administration |
| 1411-1674 | Civil service |
| 2011-2112 | Political parties |
| | Special countries |
| JK | United States |
| JL | British America. Latin America |
| JN | Europe |
| JQ | Asia. Africa. Australia. Oceania |
| JS | Local government |
| 141-231 | Municipal government |
| 241-285 | Local government other than municipal |
| JV | Colonies and colonization. Emigration and immigration |

**CALL NUMBERS AND CLASSIFICATION (Cont.)**

| | |
|---|---|
| JX | International law. International relations |
| 63-1195 | Collections. Documents. Cases |
| 101-115 | Diplomatic relations |
| 120-191 | Treaties |
| 1305-1598 | International relations. Foreign relations |
| 1625-1896 | Diplomacy. The diplomatic service |
| 1901-1995 | International arbitration. World peace International organization |
| 2001-5810 | International law (Treatises and monographs) |
| K | Law |

**INDEXES AND ABSTRACTS**

The latest information on most topics, and often the only information on recent developments, will be found in periodical literature or related publications such as official documents, conference proceedings, and pamphlets. Such publications are generally inaccessible through the card catalog. Indexes and abstracts are the keys to this type of literature. An index is usually arranged by subject and provides a citation to a particular article. An abstracting service offers similar information but includes a short summary or description of the article. The indexes and abstracts described below should be of particular interest to the student of political studies. Most of them are located in the Index Room which is adjacent to the Reference Room.

*Index JA 1 A2*
ABC Pol Sci: Advance Bibliography of Contents: Political Science and Government. 1972+
Edited tables of contents from recent journals in political science and government as well as the related fields of law, sociology, and economics. Useful as a current awareness service and a guide to the literature.

*Index K 9 N4*
Index to Legal Periodicals. 1970+
Indexes high quality legal journals published in the United States, Canada, Great Britain, Ireland, Australia, and New Zealand. Yearbooks, annual institutes, and annual reviews also covered.

*Index JX 1977 I55*
International Bibliography, Information, Documentation. 1973+
Basic index and abstracting service for publications of the United Nations and related international organizations.

*Index JA 1 I4*
International Bibliography of Political Science. 1953+
A basic index in the field. World wide coverage of books, pamphlets, journal articles, and reports. No abstracts or annotations although references are made to abstracts in International Political Science Abstracts.

*Index JA 36 I5*
International Political Science Abstracts. 1951+
Covers over 500 English and foreign-language periodicals. Only about 54 of these are indexed completely.

INDEXES AND ABSTRACTS (Cont.)

*Index AI 21 N44*
New York Times Index. 1851+
Well organized, comprehensive index to the New York Times, gives a brief summary of articles. The scope of the New York Times is so wide that the index frequently serves as a guide to current events in other newspapers.

*Index AI 3 P8*
Public Affairs Information Service Bulletin (P.A.I.S.) 1915+
Indexes publications on all subjects related to current public issues. Periodicals, government documents, pamphlets, reports, and occasionally books are covered on an international basis. A well known standard source.

*Index JA 1 S27*
Sage Public Administration Abstracts. 1974+
Abstracts literature from periodicals, pamphlets, research studies, books, and proceedings, in such areas as administrative theory, budgeting and finance, public employment, personnel management, and administration and society.

*Index AS 36 R284*
Selected Rand Abstracts. 1946+
A guide to the unclassified publications of the Rand Corporation, including memoranda, reports, papers and monographs. A wide variety of subject areas related to government policy are represented.

*Index AI 3 S62 (Index Table - Reference Room)*
Social Sciences Index. 1974+
Index to scholarly periodical articles in the social sciences including public administration, economics, environmental science, and political studies. Follows format of Readers' Guide. Formerly known as Social Sciences and Humanities Index.

*Index AI 21 T46*
The Times Index. 1790+
Detailed alphabetical index to The Times (London). Also indexes related Times publications The Times Literary Supplement, The Times Educational Supplement, The Times Higher Education Supplement, and The Sunday Times.

*Index JX 1977 A21*
UNDEX. 1950+
References to the content of documents and other publications issued by the United Nations. Formerly known as United Nations Documents Index.

*Index JA 1 U5*
United States Political Science Documents. 1975+
Indexes and abstracts 120 journals published in the United States. Abstracts are descriptive.

*Index AI 1 W33 W36*
Washington Post Index. 1972+
Indexes local, regional, state, national and international news happenings. Descriptive entry statements but no abstracts.

**BIBLIOGRAPHIES**

There are numerous bibliograhies which function as guides to the literature of political science. Critical or annotated guides are frequently useful in choosing and evaluating material on a particular topic. The broad scope of political studies, however, prohibits any single bibliography from providing total coverage. A *few* of the more useful bibliographic guides are identified below. These titles are found in the Reference Room. For assistance in locating additional sources ask a reference librarian.

*Ref Z 7161 B83*
Brock, Clifton. Literature of Political Science; A Guide For Students, Librarians, and Teachers. 1969.
An introductory guide for undergraduate political science majors and beginning graduate students. Not intended for the specialist. A good one volume starting point.

*Ref Z 6461 F62*
Foreign Affairs Bibliography: A Selected and Annotated List of Books on International Relations. 1972.
A selective bibliography of outstanding books on international relations published between 1920 and 1970. Over 2,100 titles are included. Very detailed annotations.

*Ref Z 7161 H27*
Harmon, Robert B. Political Science: A Bibliographical Guide to the Literature. 1965. Supplements 1-3, 1968-1974.
The original volume encompasses general research materials, political science and the study of politics, comparative government, state and local government, political theory, political parties, law, public administration, and international relations. Considered somewhat uneven. Few annotations.

*Ref Z 7161 A1 H35*
Harmon, Robert B. Political Science Bibliographies. 2 vols. 1973-1976.
Attempts to list as many bibliographies published in political science and related fields as possible. Infrequent annotations.

*Ref Z 7161 H64*
Holler, Frederick L. Information Sources of Political Science.
5 vols. 1975.
Inclusive guide with annotations. 5 volumes devoted to general reference, social sciences, American government and international law, international relations, and public administration and political theory.

*Ref Z 7161 L84*
London Bibliography of the Social Sciences. 1931+
The most comprehensive bibliography in the social sciences. A highly regarded source. Books, phamplets, and documents listed by subject. International coverage. Based upon holdings of several notable London libraries. Frequent supplements.

BIBLIOGRAPHIES (Cont.)

*Ref Z 7165 U5 M8*
Muller, Robert H., Spahn, Theodore J., and Spahn, Janet M. From Radical Left to Extreme Right. 3 vols. 1970-1976.
A list of periodicals of protest, controversy, advocacy, and dissent with objective "content summaries." A unique and well executed work.

*Ref Z 1035.1 S43 1975*
Sheehy, Eugene P. Guide to Reference Books. 9th ed., 1976.
Basic guide to reference materials in all subject fields, including political studies and related disciplines. An excellent starting point for pinpointing reference sources. Useful annotations and index.

*Ref Z 7165 U5 V67*
Vose, Clement E. A Guide to Library Resources in Political Science; American Government. 1975.
Utilizes bibliographic essays to describe sources in American government. Also discusses political science library research techniques.

*Ref Z 1035 W253*
Walford, Albert John. Guide to Reference Materials. 3 vols. 3rd. ed., 1973-1977.
Similar in format and purpose to Sheehy's Guide to Reference Books (see annotation above). Emphasis is upon English and European titles.

*Ref Z 7161 W9*
Wynar, Lubomyr R. Guide to Reference Materials in Political Science. 2 vols. 1966-1968.
Extensive coverage of reference sources and scholarly monographs. Some annotations. Useful but older than some of the other guides.

REFERENCE TOOLS

Biographical guides, directories, handbooks, style manuals, and other specialized reference tools can supply you with needed information or direct you to sources containing needed information. Representative titles are noted and commented upon below.

BIOGRAPHICAL SOURCES

*Ref JK 1010 A5*
Biographical Directory of the American Congress, 1774-1971. 1971.
Concise life histories for all members of Congress, including the Continental Congress, up to 3 January 1971.

*Ref E 176 D56*
Dictionary of American Biography. 1928-1937. 21 vols. 5 Supplements, 1944-1977.
Biographical studies of prominent people of all periods who lived in the United States. Does not include living persons. Provides coverage up to 1955.

*Ref E 176 B575*
Sobel, Robert, ed. Biographical Directory of the United States Executive Branch, 1774-1971. 1971.
Summarizes the careers of all cabinet heads, presidents, vice presidents, and presidents of the Continental Congress.

**BIOGRAPHICAL SOURCES (Cont.)**

*Ref E 176 W6424*
Who's Who in American Politics, 1977-1978. 1977.
Biographical sketches of politically prominent figures at the national, state, and local levels.

*Ref folio E 747 W512*
Who's Who in Government. 3rd ed., 1977.
Brief biographical entries for nearly 18,000 officials in federal, state, county, and city government.

**CONSTITUTIONS**

*Ref KF 4527 U5 1964*
Constitution of the United States of America, Analysis and Interpretation. 1964.
Complete text of the Constitution with annotations of cases decided by the Supreme Court.

*Ref K BL613*
Constitutions of the Countries of the World. 15 vols. 1971+
Subtitle: "A series of updated texts, constitutional chronologies and annotated bibliographies."

*Ref KF 4530 C54*
Constitutions of the United States, National and State. 2 vols. 1962+
Full text of the federal Constitution and the constitutions of the 50 states.

**DICTIONARIES**

*Ref Z 691.1 P63 B4*
Beck, Carl, comp. Political Science Thesaurus. 1975.
Important tool for controlling the vocabulary of political science.

*Ref JA 61 H4*
Heimanson, Rudolph. Dictionary of Political Science and Law. 1967.
Attempts to combine elements of political science and law. Legal citations.

*Ref D 419 L36*
Laqueur, Walter. Dictionary of Politics. rev. ed., 1973.
More a concise encyclopedia of people, places, and events than a glossary of terms. World wide coverage of developments since 1933.

*Ref JK 9 P55 1976*
Plano, Jack C. and Milton Greenberg. American Political Dictionary. 4th ed., 1976.
Eighteen broad subject categories under which related terms are listed. Definitions and a statement of significance provided.

*Ref JX 1226 P55*
Plano. Jack C. and Roy Olton. International Relations Dictionary. 1969.
A guide to the vocabulary of international relations and foreign affairs. Each term contains a definition and a paragraph on its significance.

DICTIONARIES (Cont.)

*Ref JA 61 P57*
Plano, Jack C. and Robert E. Riggs. Dictionary of Political Analysis. 1973.
Treats several hundred terms frequently used in modern political analysis. For the undergraduate or beginning student.

*Ref JK 9 S2*
Safire, William. Safire's Political Dictionary. 1978.
A trenchant dictionary of contemporary American politics as opposed to formal governmental terms. Provides origins of expressions and an index of people.

*Ref JK 9 S65*
Sperber, Hans and Travis Trittschuh. American Political Terms: An Historical Dictionary. 1962.
Indicates origin and evolution of political terms. Standard dictionary arrangement.

DIRECTORIES

*Ref F 192.3 W33*
Congressional Quarterly's Washington Information Directory. Annual.
Convenient subject directory for Congress, agencies of the executive branch, and nongovernmental agencies in Washington. Useful for names, addresses, and telephone numbers.

*Ref CT 120 C8*
Current World Leaders. Updated monthly.
Divided into three parts: Almanac, Biography & News, and Speeches & Reports. A helpful source for locating the names of executives and cabinet heads of all independent states.

*Ref JK 1118 D58*
Directory of Washington Representatives of American Associations and Industry. 1978.
Lists Washington representatives of major companies, associations, unions, registered foreign agents, law firms, lawyers, and other special interest groups.

*Reference Desk*
*Ref HS 17 G334 1978*
Encyclopedia of Associations. 3 vols. 12th ed., 1978.
Basic directory for nonprofit American organizations. Encompases political parties, special interest groups, labour unions, ethnic organizations, foreign interest groups, etc. Names, addresses, telephone numbers, and publications.

*Reference Desk*
*Ref JK 1011 U5*
Official Congressional Directory. 1977. Supplement, 1978.
Valuable organizational data on Congress and the federal government including register of Senate and House officers, committee assignments, adminstrative assistants, commissions, state delegations, press representatives, and the diplomatic corps. Biographical sketches and addresses of members of Congress, executive agencies, and the judiciary.

DIRECTORIES (Cont.)

*Ref AS 25 D5 5th 1975*
Research Centers Directory. 2 vols. 5th ed., 1975.
Subtitle: "A guide to university-related and other nonprofit research organizations established on a permanent basis and carrying on continuing research programs...."

*Ref JX 1904 A42*
Yearbook of International Organizations. Annual.
Address, personnel, aims, activities, and publications of several thousand international organizations and associations.

DISSERTATIONS

*Ref Z 5055 U49 D6*
American Doctoral Dissertations. Annual. 1933+
Subject listing of all doctoral dissertations accepted by American and Canadian universities.

*Reference Office*
Comprehensive Dissertations Index. 1861-1972, 1973+
Microfiche. Arranged by discipline, key word, and author. Attempts to list all dissertations accepted by American universities between 1861 and 1972. Many foreign institutions included. May be used as an index to Dissertation Abstracts International. Annual supplements. Please ask at Reference Desk to use.

*Ref AS 30 M5*
Dissertation Abstracts International. Monthly. 1938+
Abstracts of dissertations submitted to University Microfilms International by a varying number of institutions. Subject and author indexes.

ENCYCLOPEDIAS

*Ref CB 5 D52*
Dictionary of the History of Ideas. 5 vols. 1973-1974.
Valuable studies of selected pivotal ideas in intellectural history. Interdisciplinary approach. Bibliographic references.

*Ref B 41 E5*
Encyclopedia of Philosophy. 8 vols. 1967.
Substantive articles with bibliographic references. Useful for political philosophy and political ideas.

*Ref H 40 A2E5*
Encyclopaedia of the Social Sciences. 15 vols. 1930-1935.
First comprehensive encyclopedia for the social sciences. Lasting articles with recommended readings. Embraces all aspects of political science and related fields. Complemented (but not superseded) by International Encyclopedia of the Social Sciences.

**ENCYCLOPEDIAS (Cont.)**

*Ref H 40 A2I5*
International Encyclopedia of the Social Sciences. 17 vols. 1968.
Designed to complement the Encyclopaedia of the Social Sciences. Lengthy signed articles. Bibliographies. Contributors were asked to emphasize the analytical and comparative aspects of their topics.

*Ref AE 5 M37 (on order)*
Marxism, Communism and Western Society: A Comparative Encyclopedia. 8 vols. 1972-1973.
Signed articles by international authorities. Concerned with areas of disagreement between East and West. Presents opposing views. Bibliographic references.

**EVENTS, REPORTS, AND OPINIONS**

*Current Periodicals Room*
Congressional Quarterly Weekly Report. Weekly. 1953+
Authorative weekly report on Congressional activity. Useful source for voting records, election results, legislative histories, summaries of new laws, and lobbying. Older issues available in periodical stacks.

*Periodical Stacks*
Editorial Research Reports. 1940-1941, 1967+
Short essays on popular current affairs topics accompanied by working bibliographies.

*Ref D 410 F3*
Facts on File. 1970+
Index and concise summaries of world events. Loose-leaf format. Updated regularly. Older volumes in stacks.

*Ref HN 90 P8 G3*
Gallup, George H. Gallup Poll: Public Opinion 1935-1971. 3 vols. 1972.
Statistical findings of over 7,000 Gallup Poll reports. Supplemented by Gallup Poll: Public Opinion 1972-1977 (1978) *Ref HN 90 P8 G32.*

*Ref D 410 K4*
Kessing's Contemporary Archives. 1967+
British counterpart of Facts on File. Frequent updates.

*Current Periodicals Room*
National Journal: The Weekly on Politics and Government. 1977+
Timely reports on American government and politics. Quick reference data on current legislation, issues, and political figures. Older volumes in periodicals stacks.

**HANDBOOKS, MANUALS, ETC.**

*Ref JK 1012 A44 1978*
Barone, Michael, Grant Ujifusa, and Douglas Mathews. Almanac of American Politics, 1978. 1977.
Political, economic, and social demography of each state and Congressional district.

HANDBOOKS, MANUALS, ETC. (Cont.)

*Reference Desk*
*Ref F 16 M12*
Brunelle, Jim. Maine Almanac. 1978.
Compenduim of data on all aspects of Maine including, state government, politics, and statistics.

*Ref JK 1 C66*
Congressional Quarterly Almanac.
Annual survey of Congressional action. May be used in conjunction with Congressional Quarterly Weekly Report.

*Ref JK 1021 C56 1976*
Congressional Quarterly's Guide to Congress. 2nd ed., 1976.
Excellent guide to the background, functioning, and issues of Congress.

*Ref JX 1977 A37 E9*
Everyman's United Nations. 1968. Supplement, 1971.
Summary of UN activities between 1945 and 1970.

*Reference Desk*
*Ref JK 2835 B87*
Maine State Government: Annual Report. Annual.
Subtitle: "A compilation of annual reports of state departments and agencies." Each department, agency, and etc. is identified together with an explanation of its purpose, organization, background, program, address, publications, and chief personnel.

*Reference Desk*
*Ref JK 1011 U5*
Official Congressional Directory.
See annotation under directories.

*Ref JF 37 P6*
Political Handbook of the World. Annual.
Quick reference guide to the political status of the world's independent governments.

*Ref HN 15 T37 1972*
Taylor, Charles Lewis and Michael C. Hudson. World Handbook of Political and Social Indicators. 1972.
An "attempt to compare nations on a great variety of politically relevant indices..." -- Introd.

*Reference Desk*
*Ref JK 421 A3*
United States Government Manual. Annual.
Official handbook of the federal government. Indicates addresses, purposes, organization, programs, and personnel of most government agencies.

**STATISTICAL SOURCES**

*Government Documents*
American Statistics Index.
See annotation in Government Publications section.

*Ref HA 744 S81 1976-77*
Canada Yearbook 1976-77.
Annual statistical review of Canadian political, social, and economic developments.

*Ref HA 205 A5 1973*
Congressional District Data Book. 1973.
Furnishes "a variety of data from the 1970 census and recent election statistics for districts of the 93d Congress, elected in 1972." -- Introd. Congressional District Atlas: Districts of the 95th Congress (1977) *Ref G 1201 F7 U45 1977* is a companion volume.

*Reference Desk*
*Ref HA 202 A36*
County and City Databook. 1972.
Assorted data for counties, standard metropolitan statistical areas, cities, urbanized areas, and unincorporated places.

*Ref HA 1122 A33*
Great Britain. Central Statistical Office. Annual Abstract of Statistics. Annual.
Statistical review of the United Kingdom.

*Ref JK 1967 C66 1965*
Guide to U.S. Elections. 1975.
Itemized returns for presidential, Senate, House, and gubernatorial elections. Coverage extends back to the 18th and 19th centuries. A handy compilation.

*Reference Desk*
*Ref HA 202 B87*
Historical Statistics of the United States. 2 vols. 1975.
Comparative historical statistics from colonial times to 1970. (Similar compilations are available for other areas.)

*Ref JK 524 G6*
Scammon, Richard, comp. America at the Polls: A Handbook of American Presidential Election Statistics 1920-1964. 1965.
Reports votes, percentages, and pluralities by state and county.

*Ref JK 1967 A8*
Scammon, Richard M., comp. America Votes: A Handbook of Contemporary American Election Statistics. vol. 1 — , 1956+
Election returns since 1945 by state. Figures for president, governor, senator, and congressman. Maps. Useful series.

**STATISTICAL SOURCES (Cont.)**

*Reference Desk*
*Ref HA 202 A3*
Statistical Abstract of the United States. Annual.
Summary statistical data on the political, social, and economic organization of the United States. References to sources of additional information.

*Ref HA 17 D45*
United Nations. Demographic Yearbook. Annual.
Compilation of world wide data including population distribution and characteristics, natality and mortality, marriage, and divorce.

*Ref HA 12.5 U63*
United Nations. Statistical Yearbook. Annual.
Digest of international statistics embracing education, finance, society, manufacturing, agriculture, mining, and trade. National aggregrates.

*Ref Z 7551 S84 1977*
Wasserman, Paul and Jacqueline Bernero, eds. Statistics Sources. 5th ed., 1977.
Subtitle: "A subject guide to data on industrial, business, social, educational, financial, and other topics for the United States and internationally." Good starting point.

**STYLE MANUALS**

*Reference Desk*
*Ref LB 2369 C3 1974*
Campbell, William G. and Stephen V. Ballou. Form and Style; Theses, Reports, Term Papers. 4th ed., 1974.
A standard guide.

*Reference Desk*
*Ref LB 2369 T8 1973*
Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Disserations. 4th ed., 1973.
One of the most popular manuals. Helpful for graduates.

*Reference Desk*
*Ref LB 2369 T82 1976*
Turabian, Kate L. Student's Guide for Writing College Papers. 3rd ed., 1976.
Convenient guide for undergraduates.

**YEARBOOKS**

*Ref JK 2403 B62*
Book of the States. Biennial.
Comprehensive treatment of the structure, working, finances, and activities of state government. Supplement 1: State Elective Officials and the Legislatures. Supplement 2: State Administrative Officials Classified by Functions.

YEARBOOKS (Cont.)

*Ref DA 630 A17 1978*
Britain 1978, An Official Handbook. Annual.
Articles and figures on the government and economy of Great Britain.

*Ref JS 301 C67*
County Year Book. Annual.
Commentary on significant aspects of county government. Statistical tables. Directories. References.

*Ref D 2 E8*
Europa Yearbook. 2 vols. Annual.
A world survey providing political, economic, and statistical data on countries and international organizations.

*Ref JA 51 I57*
International Yearbook and Statesmen's Who's Who. Annual.
Brief factual data on each country of the world and major international organizations. Biographical sketches of world leaders.

*Reference Desk*
*Ref JK 2831 M3*
Maine Register. Annual.
Collection of facts on Maine state and local government. Includes a business and association directory. General index.

*Ref JS 342 A2 I52*
Municipal Year Book. Annual.
Topical articles on significant aspects of municipal government. Statistical tables. Directories. References.

*Reference Desk*
*Ref JA 51 S7*
Statesmen's Yearbook. Annual.
Statistical and historical treatment of countries of the world and international organizations. Useful diplomatic and agricultural data.

*Ref JX 1977 A37 Y4*
Yearbook of the United Nations. Annual.
Official annual summary of UN activities and decisions.

*Ref JX 21 Y4*
Yearbook of World Affairs. Annual.
Current topical articles by academics.

*Ref HX 1 Y4*
Yearbook on International Communist Affairs. Annual.
Country by country profiles of individual Communist parties. Descriptions of international Communist front organizations. Unannotated select bibliography and index of names.

**GOVERNMENT PUBLICATIONS**

Publications of agencies of the Maine state government are located in the Special Collections Department on Level 3. Special Collections maintains its own card catalog which includes references to state documents. There are no references to state publications in the catalogs in the Circulation/Reserve lobby.

Fogler Library is a regional depository for U.S. government publications and a partial depository for Canadian government publications. These collections are located on Level 1B. Documents Librarians are available to assist you in using these materials. The following titles should prove particularly helpful when consulting federal documents.

*Government Documents*
American Statistics Index (ASI). 1970+
An index to virtually all unclassified statistical publications of the federal government. Includes abstracts.

*Government Documents*
CIS Index; Congressional Information Service/Index to Publications of the United States Congress. 1974+
An excellent indexing and abstracting service for the working papers of Congress, i.e. hearings, committee prints, House and Senate documents, etc. Detailed indexes.

*Government Documents*
Monthly Catalog of United States Government Publications. 1895+
The basic bibliography and finding aid for government publications. 15,000-20,000 titles listed each year. No abstracts. Subject, author, title, series, and report indexes.

You may want to know

That the Library has over 100 journals in political science. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a reference librarian will help you with material described in this booklet and with any other questions you may have about the Library.

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